

**TOWN OF WINDSOR  
MILL BROOK OPEN SPACE STEERING COMMITTEE  
SEPTEMBER 20, 2018  
LUDLOW ROOM – TOWN HALL**

**UNAPPROVED MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 6:45 p.m.

Present: Hilary Carpenter, Meg Harvey, Nigel Pepin, and Aaron Szotka

Absent: Steven Fraysier

Staff Present: Town Manager, Peter Souza; Town Planner, Eric Barz; and Assistant Town Planner, Todd Sealy

**2. PUBLIC COMMENT - None**

**3. REVIEW OF SURVEY RESULTS**

The committee was given a copy of the survey and reviewed the results.

**4. DISCUSS ELEMENTS OF VISION STATEMENT, DRAFT THEMES AND GUIDING PRINCIPLES**

Eric Barz handed out a sheet showing a hierarchy of mission, values, vision, and goals to help create a frame work for developing a vision statement. An explanation was given to the committee on the differences between vision, goals, and objectives. The committee started crafting a vision statement that incorporated protecting, preserving, and enhancing the Millbrook corridor while providing recreational and educational opportunities and helping to connect people, neighborhoods, and Windsor center to nature.

Town Manager Souza then handed out a preliminary draft on the guiding principles for Millbrook. The committee commented on the principles and it was agreed that the goals were representative of the committee's aspirations for the park. There was some discussion if the land management and habitat goals should be combined but no consensus was reached. As part of the trail system goals, it was noted that accessibility and community linkage were important aspects to incorporate.

**5. COMPLETE MAPPING EXERCISE RELATED TO LAND MANAGEMENT / CONCEPT PLAN**

The committee reviewed a series of maps showing topography, vegetation, wetlands, and the Mack street property.

The committee, along with Eric Barz and Todd Sealy, conducted an analysis. The committee marked up the maps that were provided to highlight key features and access.

The first map markup was done on the topography map where the committee identified sections of the trails that could be reconfigured or removed based on slopes and access to the property.

The second map markup was done on the vegetation map to determine areas that required buffering and the ideal areas for forests, meadows, and managed lawns.

The wetlands map was reviewed to identify potential connections to the brook. The Mack street property map was reviewed to see what options were viable for relocating, site alterations, and what issues could occur with mixing public/private access. The committee was in agreement that donating the property was the most desirable option.

Mr. Sealy offered to send out maps to the committee and commented that he would develop a draft map based on analysis and markups by next meeting.

#### **6. SET MEETING SCHEDULE**

The committee scheduled the next two meetings for October 3<sup>rd</sup> and October 18<sup>th</sup> at 6:00 p.m.

#### **7. OTHER BUSINESS - None**

#### **8. APPROVAL OF MINUTES**

No action taken.

#### **9. ADJOURNMENT**

The meeting adjourned by consensus at 8:00 p.m.

Respectfully Submitted,

Peter Souza  
Town Manager